# ICS-300: Intermediate ICS for Expanding Incidents

**EMI Course Number: G300**

# Student Manual
# September 2005

**Purpose**    This course provides training on and resources for personnel who require advanced application of the Incident Command System (ICS).

**Who Should Attend**    The target audience for this course is for individuals who may assume a supervisory role in expanding incidents or Type 3 incidents.  Note:  During a Type 3 incident, some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions.  These incidents may extend into multiple operational periods.

This course expands upon information covered in the ICS-100 and ICS-200 courses. These earlier courses are prerequisites for ICS-300.

**Course Objectives**    The course objectives are as follows:

- Describe how the NIMS Command and Management component supports the management of expanding incidents.
- Describe the incident/event management process for supervisors and expanding incidents as prescribed by the Incident Command System (ICS).
- Implement the incident management process on a simulated Type 3 incident.
- Develop an Incident Action Plan for a simulated incident.

**Training Content**    The training is comprised of the following lessons:

- Unit 1:  Course Overview
- Unit 2:  ICS Fundamentals Review
- Unit 3:  Unified Command
- Unit 4:  Incident/Event Assessment and Incident Objectives
- Unit 5:  Planning Process
- Unit 6:  Incident Resource Management
- Unit 7:  Demobilization, Transfer of Command, and Closeout
- Unit 8:  Course Summary

# Unit 1:  Course Overview

| Topic | Course Welcome |

Unit 1:
**Course Overview**
   **Intermediate ICS for**
   **Supervisors and Expanding**
   **Incidents**

**Visual Description:** Course Introduction

## Key Points

This course focuses on ICS for supervisors in expanding incidents. This course builds on the ICS-100 and ICS-200 courses.

**Topic** | **Instructor Introductions**

## Instructor Introductions

- **Name, job title, and organization**
- **Experience using the Incident Command System (ICS)**

Unit 1:
Course Overview

Visual 1.2

**Visual Description:** Instructor Introductions

### Key Points

Your instructors will introduce themselves, providing you with information about their background and experience with the Incident Command System (ICS).

**Topic**   **Unit Objectives**

## Unit Objectives

- **Describe the scope and objectives of this course.**
- **Explain how your assigned team will operate during this course.**

Unit 1:
Course Overview

Visual 1.3

**Visual Description:** Unit Objectives

## Key Points

By the end of this unit, you should be able to:

- Describe the scope and objectives of the course.
- Explain how your assigned team will operate during this course.

| Topic | Course Objectives |

## ICS-300 Course Objectives (1 of 2)

- **Describe how the NIMS Command and Management component supports the management of expanding incidents.**
- **Describe the incident/event management process for supervisors and expanding incidents as prescribed by the ICS.**

Unit 1:
Course Overview

Visual 1.4

**Visual Description:** Course Objectives (1 of 2)

## Key Points

This course is designed to provide overall incident management skills rather than tactical expertise.  Additional courses are available on developing and implementing incident tactics.

By the end of this course, you should be able to:

- Describe how the NIMS Command and Management component supports the management of expanding incidents.
- Describe the incident/event management process for supervisors and expanding incidents as prescribed by the Incident Command System (ICS).

| Topic | Course Objectives |

**ICS-300 Course Objectives (2 of 2)**

- Implement the incident management process on a simulated Type 3 incident.
- Develop an Incident Action Plan for a simulated incident.

This course is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System. This course focuses on management of expanding incidents.

Unit 1:
Course Overview

Visual 1.5

**Visual Description:** Course Objectives (2 of 2)

**Key Points**

By the end of this course, you should be able to:

- Implement the incident management process on a simulated Type 3 incident.
- Develop an Incident Action Plan for a simulated incident.

The description of a Type 3 Incident includes:

- When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident.
- Some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions.
- A Type 3 Incident Management Team (IMT) or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 team.
- The incident may extend into multiple operational periods.
- A written IAP may be required for each operational period.

Source: U.S. Fire Administration

**Topic**          **Student Introductions and Expectations**

## Student Introductions

- **Name, job title, and organization**
- **Experience using ICS**

**Visual Description:** Student Introductions and Expectations

**Key Points**

Introduce yourself by providing:

- Name, job title, and organization.
- Experience using ICS.
- Expectations for this course.

**Jot down some notes below on what you hope to learn in this course.**

| Topic | Instructor Expectations |
|---|---|

## Instructor Expectations

- **Exhibit mutual cooperation with the group.**
- **Be open minded to new ideas.**
- **Use what is presented in the course to perform effectively within an ICS organization.**
- **Participate actively in all of the training activities and exercises.**
- **Return to class at stated time.**

Unit 1:
Course Overview

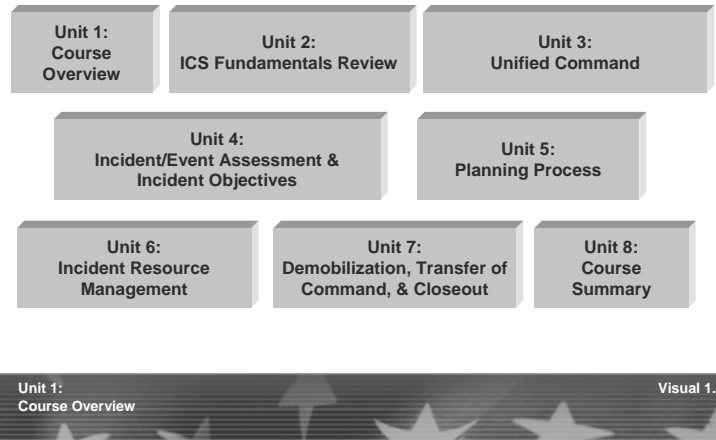Visual 1.7

**Visual Description:** Instructor Expectations

**Key Points**

During this course, you will be expected to:

- Cooperate with the group.
- Be open minded to new ideas.
- Use what you learn in the course to perform effectively within an ICS organization.
- Participate actively in all of the training activities and exercises.
- Return to class at the stated time.

**Topic**          **Course Structure**

### Course Structure

| Unit 1: Course Overview | Unit 2: ICS Fundamentals Review | Unit 3: Unified Command |
| Unit 4: Incident/Event Assessment & Incident Objectives | | Unit 5: Planning Process |
| Unit 6: Incident Resource Management | Unit 7: Demobilization, Transfer of Command, & Closeout | Unit 8: Course Summary |

Unit 1:
Course Overview                                              Visual 1.8

**Visual Description:** Course Structure

**Key Points**

This course includes the following eight lessons:

- Unit 1: Course Overview (Current lesson)
- Unit 2: ICS Fundamentals Review
- Unit 3: Unified Command
- Unit 4: Incident/Event Assessment and Incident Objectives
- Unit 5: Planning Process
- Unit 6: Incident Resource Management
- Unit 7: Demobilization, Transfer of Command, and Closeout
- Unit 8: Course Summary

**Topic**          **Course Logistics**

## Course Logistics

- **Course agenda**
- **Sign-in sheet**
- **Housekeeping**
    - **Breaks**
    - **Message and telephone location**
    - **Cell phone policy**
    - **Facilities**
    - **Other concerns**

Unit 1:
Course Overview                                          Visual 1.9

**Visual Description:** Course Logistics

**Key Points**

Your instructor will review the following logistical information:

- Sign-in sheet

- Housekeeping issues:
    - Breaks, including lunch breaks
    - Message and telephone location
    - Cell phone policy, including instructions on turning cell phones to "meeting" or "vibrate" during class times
    - Facilities
    - Other concerns

| Topic | Successful Course Completion |
|-------|------------------------------|



## Successful Course Completion

- **Participate in unit activities/exercises**
- **Achieve 70% or higher on the final exam**
- **Complete the end-of-course evaluation**

Unit 1:
Course Overview

Visual 1.10

**Visual Description:** Successful Course Completion

## Key Points

In order to successfully complete this course, you must:

- Participate in unit activities/exercises.
- Achieve 70% or higher on the final exam.
- Complete the end-of-course evaluation.

| Topic | Activity:  Team Formation |
|-------|---------------------------|

## Activity:  Team Formation

**Instructions:**

1. **The instructor will assign you to a team.**

2. **Meet in your assigned team to:**
   - **Introduce yourselves and state how you can contribute to the team.**
   - **Select a team leader who will keep the group on task during assignments.**
   - **Discuss how you will operate as a team during this course.**

3. **Be prepared to report your team leader's name and operating ground rules in 15 minutes.**

Unit 1:
Course Overview

Visual 1.11

**Visual Description:** Activity:  Team Formation

**Key Points**

**Purpose:** The purpose of this activity is to provide the opportunity for the team members to introduce themselves, choose a team leader, and decide how they will operate during activities and exercises throughout the course.

**Instructions:**

1. The instructor will assign you to a team.

2. Meet in your assigned team to:
   - Introduce yourself and state how you can contribute to the team (e.g., summarize team discussions on easel charts for presentation to the class, serve as a spokesperson for the team when needed, actively participate in team discussions).
   - Select a team leader who will keep the team on task during assignments.
   - Discuss how you will operate as a team during activities, exercises, and other assignments throughout this course.

3. Be prepared to report your team leader name and operating ground rules in 15 minutes.

| Topic | Summary |
|-------|---------|



## Summary

**Are you now able to:**

- **Describe the course scope and objectives?**
- **Explain how your assigned team will operate during this course?**

Unit 1:
Course Overview

Visual 1.12

**Visual Description:** Summary

## Key Points

Are you now able to:

- Describe the course scope and objectives?
- Explain how your assigned team will operate during this course?

The next unit is ICS Fundamentals Review.